



Department of Health and Human Services  
Substance Abuse and Mental Health Services  
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## MEMORANDUM

**To:** Intentional Peer Support Training Applicants

**From:** Certified Intentional Peer Support Specialists Training Program (CIPSS)

**Re:** Application Procedure

Welcome to the growing field of Intentional Peer Support. The Department of Health and Human Services Office of Adult Mental Health, Division of Community Partnerships, has worked for several years with consumers from throughout Maine to create what we believe to be a quality training program.

Enclosed you will find an application to participate in the State of Maine's Intentional Peer Support Specialists Training program. Completion of this training, coupled with a year of co-supervision, continuing education, and working or volunteering in Intentional Peer Support will earn you Certification as an Intentional Peer Support Specialist (CIPSS).

You must have participated in and completed the three-hour Peer Support 101 workshop before submitting this application. If you're not certain if you've met that requirement, or have any other questions about completing this application, please contact Kelly Staples, 215-5389 or [kelly.staples@maine.gov](mailto:kelly.staples@maine.gov).

With this application you will also find 3 reference forms. Please have your references fill out the enclosed forms, place in an envelope, seal and sign their name across the seal. When you have all of your references and your completed application, please mail in one envelope to:

Kelly Staples  
SAMHS  
41 Anthony Avenue  
SHS #11, DHHS  
Augusta, ME 04333-0011

Participation in the CIPSS training program requires a significant dedication of time, energy and resources shared between you, the trainers and the State of Maine. While training is provided at no cost, acceptance into the training program signifies that the State of Maine is making a substantial investment in you and in Maine's future. By applying to this program you make a commitment that you will participate fully in:

- Web-based training
- Nine days of classroom training, including homework
- Completion of a final workbook

In order to earn and maintain your certification you will be required annually to participate in:

- Quarterly Co-Supervision
- Two Continuing Education Classes
- Engaging in 72 hours of Intentional Peer Support
- A yearly review process

Preference will be given to applicants who are already working in programs where the certification is required or have offers of employment. However, don't let that prevent you from applying; several slots are available for people not currently working in those programs. A committee of individuals who have previously completed the CIPSS training will evaluate applications.

We regret that we will not be able to accept all applicants to this program. Space is limited and we realize this program may not be for everyone. However there are several other opportunities for learning and practicing Intentional Peer Support. If you are interested in finding out more or have questions about completing this application, please contact Kelly Staples, 215-5389 or [kelly.staples@maine.gov](mailto:kelly.staples@maine.gov).

We look forward to working with you as we explore the growing world of peer support in Maine!

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